

**MINUTES**  
**LAWTON ENHANCEMENT TRUST AUTHORITY**  
**NEW CITY HALL 2<sup>nd</sup> FLOOR CONFERENCE ROOM**  
**212 SW 9<sup>th</sup> STREET**  
**APRIL 16, 2014**

Mary Ann Hankins, Vice Chairman, called the meeting to order at 3:00 p.m. in the New City Hall 2<sup>nd</sup> Floor Conference Room. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

**ROLL CALL:**

**PRESENT:** Rosemary Bellino Hall (entered late); Jay Burk (entered late); Barry Ezerski; Mary Ann Hankins; Jean Harbison (entered late); Anika Safi; Maria Shahan; Kerry Sweeney.

**ABSENT:** Bob Dismuke; Jane Godlove; Addie Smith.

**OTHER PRESENT:** Denise Ezell, City Clerk's Office; Tony Griffith, Neighborhood Services; Kristen Duggins, Financial Services.

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**BUSINESS ITEMS:**

Ezell stated I would like to introduce Kristen Duggins from Financial Services. She will be taking over LETA's financials.

Duggins stated the Finance Director wanted to be here today but had a previous appointment. We will be bringing everything in-house and have signed a Letter of Engagement with Arledge and Associates to do the audit for this fiscal year.

1. Reports

A. Receive report from Dennis Totte.

Totte stated the Lee Blvd project is complete. At this time we are doing the general maintenance. Who is maintaining the Lee Blvd. project?

Shahan stated it is contracted out but the city will maintain the 3 new medians.

Totte stated when the grass gets that tall you will run over the edging and that allows grass to creep in. It has been mowed once and was about a foot tall when they mowed.

Shahan asked prior to your planting.

Totte stated after. Also when mowing it blows the weed seeds in the beds and then you will have major weeds and grass.

Shahan stated my department will be mowing those areas and I'll find out if they ran over the edging.

Totte stated I just wanted to bring this to your attention. Do you want to plant extra color or just what is included in the contract. You had talked about doing some extra. The cost is \$42 a flat installed for a 4” 18 count flat. Planting will start May 1<sup>st</sup>.

Ezell stated why don’t you bring back an estimate at the next meeting of what you believe needs to be done. Will that give you enough time to plant?

Totte stated when is the next meeting?

Hankins stated May 14<sup>th</sup>.

Totte stated we will need to plant right after that. Who needs to okay sprinkler repairs? When we go to test them we may have minor issues.

Shahan stated if it is part of the maintenance contract it is the city’s responsibility and if not it will be LEDA’s.

Totte asked do I wait until the next meeting if there is a problem. We really need to get the water on.

Shahan stated I would get it on.

Totte asked then bring those figures to the next meeting.

Shahan stated yes.

Totte stated another issues is the water on 2<sup>nd</sup> Street to the pots have been cut off. We need to turn the water back on to make certain there is nothing broken.

Ezell stated I’ll have Burk call you immediately.

Totte stated thanks.

B. Receive report from Kim Shahan, Parks and Recreation Director

Shahan stated we have planted 80 trees along the walkway in Elmer Thomas Park. We have another 10 large trees that won’t be installed until later in the fall or winter.

Ezerski asked have any been damaged by the wind.

Shahan stated no. The 10 that will be planted in the fall will be spaded and they will be planted around the Miracle Field walkway.

Hankins stated thank you.

C. Receive report from Public Relations Committee

Ezerski stated the PSA for Trash Off was on KLAW this morning.

Safi stated Magic 95 is also running it and it is advertised in O.K.I.E. Magazine.

Hankins stated I've seen the signs all over town.

Ezell stated Griffith will be here later to update you on Trash Off and Fresh Paint Days.

(Burk enters the room)

Ezell stated this is Kristen Duggins from Financial Services.

Duggins stated I'm sure you're aware that we will be bringing the financials in-house.

Burk stated great. So you will be taking over everything.

Duggins stated correct. We have entered into an agreement with Arledge and Associates to do the audit. The city has purchased QuickBooks and is asking that the cost be shared by LEDA, LETA and LURA. It will run around \$400 per entity.

Burk stated let me speak with Long before we make that payment. We appreciate you taking on this responsibility.

Ezell stated our vendors will need to understand that checks will be issued on a monthly basis.

Burk asked when is the cutoff?

Duggins stated twenty-four hours before the meeting.

Hankins stated we are on the Public Relations Report.

Ezerski stated Griffith was on KLAW this morning.

Burk stated I and Bellino will be on Good Morning Texoma this week. Ten of the homes we chose were hot for lead based paint so Griffith has chosen some other homes. Sasseen is still running our ad on 82<sup>nd</sup> Street. We have paid for 3 months but he will continue to run it as long as he has a spot.

D. Monthly Ward Update

There were none.

E. Treasurer Report

Burk stated the Lee Blvd. Project totaled \$66,475 and \$8,500 for 2<sup>nd</sup> Street. Bedrock is complete on all those projects. LETA's ending balance is \$86,700.65, Playground In The Park is \$19,903.13, FirePac is \$15.35, Fishing for Food had a donation of \$125 leaving a balance of \$902.45, LETA YA is \$9,854.05, Skate Park \$1,000, Fresh Paint Day \$3,775, for a bank balance of \$188,625.63. I know Griffith has received \$10,000 from the McMahon Foundation. He believes he will have a carryover to help with the next project.

**Motion by Ezerski, Second by Sweeny**, to accept the treasurer's report. **Aye:** Burk; Ezerski; Hankins; Harbison; Safi; Shahan; Sweeney; Bellino. **Nay:** None. **Motion Passed.**

F. Receive report from Website Committee

Safi stated we spoke with Bryan and we need some help from the Authority. We need information about the recycling. If you will get the information we will do the write up. We need to know the locations and what may be placed in the bins.

Sweeney stated we thought maybe Griffith would have that information. Another header will be conservation and we thought that Shahan might be able to help with this category.

Safi asked do we still do the Adopt A Park.

Burk stated yes.

Bellino stated and Adopt A Street.

Safi stated we will also need information on both of those. We need a list of all the projects we have been involved with.

Burk stated I'll help with that list.

Sweeney stated I'm working on the donations and contact information. I thought we would have a paragraph about who we are and I was going to give 3 options for donations. They could donate by check, by water bill, or through PayPal. Do we want to allow them to chose where they want to donate their money?

Burk stated I believe we need to offer that.

Sweeney stated that was what we thought. I don't know how PayPal works so we will need to figure that out.

Burk stated we just need the information of where we want to deposit it. Bryan should be able to help you with that.

Sweeney asked who do we want to use as our contact person?

Burk stated Ezell.

Sweeney stated we will also need a phone number.

Burk stated the City Clerk's Office.

Sweeney stated I also thought we could have a form there for them to fill out if they were interested in volunteering. Do we want to have links to other sites?

Bellino stated I think we should.

Safi stated we need pictures of all our projects.

Burk stated we already have a lot and I think I have some I'll forward to you.

2. New Business

A. Consider Approving minutes of February 11, 2014, March 12, 2014 and March 26, 2014.

**Motion** by Sweeney, **Second** by Safi, to approve the minutes of February 11, 2014, March 12, 2014 and March 25, 2014 as written. **Aye:** Ezerski; Hankins; Harbison; Safi; Shahan; Sweeney; Bellino; Burk. **Nay:** None. **Motion Passed.**

C. Consider Approving Invoices, Requisitions, And All Other Submitted Materials For Payment.

Burk stated we have check for \$60 to Monkey Business for the Trash Off sign, one to the City of Lawton for QuickBooks and I'm not going to sign that check yet, a \$900 check to Hatch, Croke & Associates for the tax return, one for \$4338.80 to Lowes for ladders for Fresh Paint Day, \$3,500 to Stanton for Trash Off t-shirts, and \$3,300 to Stanton for Fresh Paint Day t-shirts.

Bellino stated we need to paint LETA's name on the ladders.

**Motion** by Ezerski, **Second** by Hankins, to approve all checks with the exception of the check to the City of Lawton until there is clarification as to whether the city will purchase QuickBooks instead of LETA. **Aye:** Ezerski; Hankins; Harbison; Safi; Shahan; Sweeney; Bellino; Burk. **Nay:** None. **Motion Passed.**

3. Old Business

A. Maintenance and Repairs and take action if necessary.

Bellino asked who is responsible for mowing the 3 medians on Lee Blvd.

Ezerski stated Shahan stated that the area was contracted out but that his crew would be doing the mowing on those 3 medians. Totte had concerns about the mowers shooting seeds from the weeds and grass into the beds and about the edging being ran over.

Bellino asked what about the Municipal Court building.

Burk stated Shahan has gotten approval for 2 or 3 different things.

Bellino asked didn't Council approve the foundation repairs.

Burk stated yes. We want to make those repairs before starting anything new. As far as I know maintenance repairs on 2<sup>nd</sup> Street are the only issues we have. The lines going from Gore north are busted underneath the sidewalk in multiple locations. There is no repairing it so we have turned it off and so we have lost a lot of plants. L & L stated it was okay to turn the water on to the pots and we did. The developer called because we were flooding him due to a major leak at the far end. After an emergency meeting with L & L, Bedrock, the contractor, and his landscaper everyone agreed Silver Star Construction is responsible for the damages. Some of the beds are full of rock and concrete. When they widen the entry way and moved the light poles they got on top of our sprinkler control boxes which are now inside the concrete beds. It will cost between \$3000 and \$4000 to move them. We have asked they move the boxes outside the beds and rerun a line all the way down the road on the east side. I also asked them to run a low voltage wire at the same time so that some day we can do up lighting in the trees. For replacement of the plants we asked for an estimate from both Bedrock and the contractor's landscaper. Both were given the exact same number of plants that were to be planted and they came back with 2 totally different estimates. The landscaper from Oklahoma City had a lower estimate but he only had half the plants. Shahan is going to write up an RFP so we can send it out for bids. The controller on the east side controls the west side so due to no water the west side is dead.

Bellino asked are they finished with construction.

Burk stated no.

Bellino asked are we going to do all this before they get finished.

Burk stated yes. If it is going to be 3 or 4 weeks before the water is turned on we may have to pay Bedrock to hand water. Has anyone noticed any other maintenance issues?

Bellino stated the medians look very nice this year. We need to watch and when Public Works is digging and doing repairs we need to ask them to put a sleeve in to run water at a later time.

B. Discuss a Five Year Plan and take action if necessary.

Burk stated I believe we need to set a special meeting date for this project.

Bellino asked I would like to bring the Institute for Quality Communities back down and walk the area we want to do for the Five Year Plan.

Burk stated that sounds great. Will you make contact with them?

Bellino stated yes.

C. Discuss the proposed park improvement on the property located at NW corner of SE 2<sup>nd</sup> Street and SE C Avenue and take action if necessary.

Burk stated the building has been torn down. We need to get with Rogalski on the charrette to see where we are.

Bellino asked who will own that piece of land.

Burk stated once LURA approves the project they will donate it to the City of Lawton.

D. Discuss Trash Off/Fresh Paint Days and take action if necessary.

Burk stated Fresh Pain Days will be Friday April 25<sup>th</sup>. I would like for each of you to go out and support the houses in your Ward.

Sweeney asked would you email the list of homes to us.

Burk stated yes. Goodyear has always done the hazardous waste at Trash Off. They feel it is too expense and won't be doing it this year. Does anyone have any connections with Goodyear? We can't back out because we have already publicized the event with removal of hazardous waste.

Hankins asked is it a local issue or higher up.

Burk stated I don't know.

Bellino stated this runs around \$12,000. We have to do this since we have already advertised it

Ezerski asked can we help with covering the cost.

Burk stated maybe we need to see if they would be willing to split the cost and then do away with it next year.

Bellino stated I believe we ask Griffith to negotiate with them for up to \$6000.

**Motion by Ezerski, Second by Safi**, to spend up to \$6,000 on the hazardous waste for Trash Off. **Aye:** Hankins; Harbison; Safi; Shahan; Sweeney; Bellino; Burk; Ezerski. **Nay:** None. **Motion Passed.**

Burk stated Fresh Paint Day is going well. Griffith believes he will have \$3000 to \$4000 left for the next time.

Bellino asked what is the Authority going to do for Trash Off.

Burk stated Griffith needs help cooking hot dogs, serving and handing out t-shirts. We will need to be a McMahon around 7:15 or 7:30.

Bellino stated I'm cleaning at L.C. Helm Blvd. and 38<sup>th</sup> Street. We will meet at 8:00 a.m. I need big guys with chain saws.

Burk stated I told Griffith about 38<sup>th</sup> and Rogers Lane and east Gore next to Mike's Sports Grill. Griffith stated LETA needs to hold a cleanup day and he would get the grappler truck and city employees to help.

Bellino stated he also suggested we hold a cleanup day once a quarter.

Ezerski asked are those private properties.

Burk stated I don't know.

Bellino stated the one by L.C. Helm belongs to the railroad.

#### 4. Announcements

Burk stated here are the pictures for Yard of the Month. Our locations to choose from are 2406 NW 29<sup>th</sup> Street, 2606 NW Stone Hill Drive, Wyatt Lake Drive, 750 NW 16<sup>th</sup> Street and 1200 Block of Cherry. By a show of hands all those for 2406 NW 29<sup>th</sup> Street. (There was 1 vote). All for 2606 NW Stone Hill Drive. (By show of hands there were 3 hands). All those for Wyatt Lake Drive. (By show of hands there was 1 hand). NW 16<sup>th</sup> (by show of hands there was 1 vote). 1200 Block of Cherry (by show of hands there was 1 vote). (Burk did not vote) Yard of the Month for April is 2606 NW Stone Hill Drive in Ward 6. We will bring the others back at the May meeting. Sweeney, if you will come by my office you can pick up the plaque to place in their yard and Ezell will mail the letter and gift certificate.

B. Consider Approving tax return for 2012-2013 fiscal year.

Burk stated here is the 2012 tax return. Total revenue reported was \$212,709.

Ezerski asked are we a year behind.

Ezell stated that is for the fiscal year of 2012-2013 and they call it 2012.

**Motion by Ezerski, Second by Hankins**, to approve the 2012 tax return. **Aye:** Hankins; Safi; Shahan; Sweeney; Bellino; Burk; Ezerski; Harbison. **Nay:** None. **Motion Passed.**

Bellino stated a gentleman by the name of Larry Nichols came to Lawton to speak about engaging businesses. He is the co-founder of Devon Energy. I thought this was an interesting remark “What can local government do to increase the business activity in your community? Start with the obvious including making the place look nice”. That is most important.

Sweeney stated at the last school bond election I heard a lot of talk about Lawton needing to pass the bond. We had a good turnout. This is a whole package and it all ties together. This is the first time I have heard of things turning around. I heard people say they were going to go vote. I’m pleased that maybe it is starting to click with people that it is necessary.

Bellino stated I believe there has been a huge change in Lawton. We finally have some captains at the helm. Ward 6, 7 and 8 are up for election and this city is moving forward and we want to keep it doing so.

Hankins stated I understand that the stores on 82<sup>nd</sup> Street are underutilized. Is that true?

Ezerski stated they started off well but it has slowed down.

Hankins stated we need to remember to shop Lawton.

Ezerski stated the Chamber is having discussion about that. I would like to say the Chamber did a good job in Washington. The Army is listening. They had heard about the school bond election and are speaking well about it. General McDonald has been very good to talk about LETA’s activities in trying to make Lawton look better. Another BRAC is coming and with all the things we are doing it makes it just that much more positive for the things coming down the road.

Bellino stated I believe there are huge things coming from the next Council, budget and CIP. We need to make certain we are voting for people who will help to move this Council forward.

Safi stated they need a debate.

Ezerski stated that is correct. You can’t see what people are really like from a newspaper article. You need to sit down and have a conversation.

Burk stated I would like to see the Chamber put on a candidate forum. This would help to end up with qualified people.

Ezerski stated exactly. We have had candidates before that thought the Mayor was the one that ran the city.

Burk stated Griffith has entered the room and I would like for him to give us an update on Fresh Paint Days and Trash off.

Griffith stated there will be 560 volunteers involved with Fresh Paint Days. The military owns this project. Funding has been out the window. I have been redirecting all volunteers to Trash Off. I would like to ask you to hold on to the \$3000 you volunteered to Fresh Paint Days until the next time. We have raised around \$20,000 in hard currency and \$6000 in in-kind donations. I still have \$12,000 in the fire. I have ordered 700 t-shirts for every volunteer. Here is a spreadsheet of all the income and expenditures. This will change a little because I had to order more t-shirts and materials.

Sweeney stated can you email us a list of the homes.

Griffith stated yes.

Burk stated I have asked each Ward representative to make an appearance at each home.

Griffith stated out of the 33 homes you selected 23 are still on the list. Ten came back hot for lead base paint and needed remediation. There were several that were hot for lead base paint but didn't need remediation so we will go ahead and paint those. After testing the remaining homes I was able to approve 5. If we are going to continue this project and it be sustainable we need to put something in place to do the remediation. I'm looking to see what type of schooling and resources are out there. Three of these homes will be used as our poster homes to help raise funds for the next time around. We will be painting a total of 27 homes.

Burk stated that is great. We need to discuss Goodyear and the hazardous waste for Trash Off. We have voted to allow you to negotiate with Goodyear that we would spend up to \$6000 to help with the cost of the project. Will you make contact with them?

Griffith stated yes. Trash Off is running on its own. Goodyear was the only speed bump. One of the complaints we have received is the drainage ditches and I have volunteers to clean those ditches. Dr. Bellino's project is owned by the railroad and they are a headache to work with. I have resourced that project and you now have 30 volunteers. Where is the location of your project?

Burk stated the access road between Rogers Lane and Elmer Thomas Park.

Griffith stated I have 40 soldiers that would like to work that area. Can you show me where you are talking about?

Burk stated yes. LETA has agreed to help at the t-shirt table.

Griffith stated great and you will have 10 soldiers helping you. This year you are required to come to McMahon to pick up your t-shirts so we can get pictures and make certain we have all the volunteers registered.

Burk stated thanks to everyone.

## 5. Adjournment

There being no further business the meeting adjourned at 5:00 p.m.